



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. 880122-05

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Commissioner of Insurance Insurance Department, Rating Division 716 West Tower, Floyd Building No. 2 Martin Luther King Drive Atlanta, Georgia 30334	Application Number	88-23
Application Number		Date Received JAN 22 1988	Date Completed MAY 19 1988
2. Person to Contact Tommy Hutchens		Working Title Transferring Records Custodian	Telephone Number 656-2023
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-341A Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1955		5. Records Series Title (followed by title used in office; if different) Individual Risk Filings received from property and casualty insurance companies Latest Present	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Commissioner of Insurance determines that state-appropriated funds are paid to and deposited with the State Treasurer within the sums provided by law. The Commissioner of Insurance also regulates insurance companies, their agents and operation; regulates industrial loans of less than \$3,000; and oversees the enforcement of the State's fire safety laws and mobile home sales regulations. The Insurance Division supervises insurance companies and agents, collects premium taxes, examines policy forms and policy rates, and administers insurance related laws. The Division also licenses agents and companies and investigates consumer complaints.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The issuance of individual risk policies as required by O.C.G.A. 33-9-32. Used when the insurer and insured contract to use a lower or higher rate than is otherwise applicable for the specific risk involved. xxxxxx File is arranged: Alphabetically by name of insurance company, by year policy expires. <u>88 1/21/88</u>			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>2 28</u> ; Seven to twelve months old <u>2 1</u> ; Thirteen to twenty-four months old <u>1 2</u> ; twenty-five months and older <u>0 0</u> ? <u>88 1/21/88</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>28</u> ; Legal-size drawers <u>2</u> ; Shelves <u>65" 1</u> ; Other (specify) <u>hanging files - 3 rows</u> <u>current accumulation: 16 cu ft. 88 1/21/88</u>			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 7 _____ years. |
| c. Federal law | 1 _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need. Copy of O.C.G.A. 33-9-32 attached.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 5 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	11/16/87	Fred Anderson	11-18-87
880122-05		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee		5-4-88
	Secretary of State/Designee	Edward Weeden	2 May 1988
88-23	Attorney General/Designee		11/24/88